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REVISION ORDER A

Effective Date April 1, 1998

PROCEDURE TO BE CHANGED:

BJC-FS-02
(Manual Number)

K/M-6215 Users Guide to WPPIS
(Procedure Number and Title)

3/98
(Procedure Date)

(Rev. Number)

Reason for Change: To comply with Bechtel Jacobs Company LLC requirements

SECTION	DESCRIPTION OF CHANGE
Global	• Change "Lockheed Martin" to "Bechtel Jacobs Company LLC"
	• Replace "LMES" with "Bechtel Jacobs Company"

INITIATED BY: Scott McComb (Type or Print Name) — 3/23/98 Date

REVIEWED BY: (OPTIONAL)

Review/Concurrence, if needed by other department (Sign and Type or Print Name) — Date

APPROVED BY: [signature] for Dan Douthit — 04/01/98

Functional Manager (Sign and Type or Print Name) — Date

K/M-6215

User's Guide to

LOCKHEED MARTIN

WPPIS

Work Planning & Permit Information System

March 1998

S. K. Livesay

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1.0 PURPOSE

This document provides instructions and guidance for all personnel involved in initiating, planning, reviewing, approving or rejecting, or supervising work packages that require the use of the Work Planning and Permit Information System (WPPIS) and Maintenance Job Request (MJR) activities, as indicated in SPP-2007, "ETTP Safe Work Planning and Control Process." WPPIS users who need additional assistance with specific problems may contact the WPPIS User Support personnel identified in Appendix A.

The concepts of integrated safety management provide a formal, organized process whereby people plan, perform, assess, and improve the safe conduct of work. These requirements are satisfied by WPPIS, an interactive Internal-Web-Based system that provides an easily accessible methodology to rapidly develop a project/work package that identifies and documents required or applicable Health, Safety, and Environmental requirements, including personal protective equipment and associated permits.

The work steps must be performed as planned and documented within the WPPIS package, regardless of budget constraints, schedule requirements, and work priority. Any deviations from the WPPIS package must be approved.

2.0 WPPIS APPLICABILITY

2.1 WPPIS Users

While "user" could generally be assumed to refer to the initiator or requester of a WPPIS work package, other personnel at East Tennessee Technology Park (ETTP) also use WPPIS to process these work package requests. This user's guide therefore applies to all the following ETTP personnel and the term "user" may refer to any of these individuals:

- initiators of WPPIS packages and/or MJRs
- planners of work packages, including self-planners and Maintenance planners[1]
- Safe Work Planning Group (SWPG) members who approve or reject work packages
- supervisors who have responsibility for the work package
- subject matter experts who review and/or comments on WPPIS packages.

In accordance with SPP-2007, "ETTP Safe Work Planning and Control Process," this guide applies to all ETTP personnel involved in planning, supervising, conducting, or supporting physical work at ETTP.

[1]Participation by other organization planners has not yet been defined but could later include planners from Engineering and Toxic Substance Control Act (TSCA) Incinerator Operations.

2.2 Types of Work Activity

Tasks performed to controlled operating procedures as part of normal operations at selected operating facilities are not subject to this guide. Examples of such operating facilities include the TSCA Incinerator, Central Neutralization Facility, Waste Water Treatment Plant, and Sanitary Water Treatment Plant.

Field operations and maintenance, including tasks such as filling storage vessels and changing or replacing cylinders or equipment, are not considered part of normal operations at an operating facility, even though they may be covered by procedures. Such activities are therefore subject to this guide.

"Physical work" excludes clerical and administrative tasks conducted in established offices, but inspections and audits in field and factory facilities where hazards exist require a WPPIS analysis and task plan. Examples of activities that need a plan include environmental monitoring of fields and streams and engineering or technical surveys in buildings and on roofs.

2.3 Exception—Emergencies

Emergency work can only be authorized by the Park Shift Superintendent (PSS). Emergency work is work required to be performed immediately to avert or correct situations that could result in any of the following:

- endangering the health or safety of employees or the public
- significant damage to equipment or facilities
- environmental insults
- other significant concerns or issues deemed worthy by the PSS.

The PSS has the authority to bring together the participants needed to determine the necessary health, safety, environmental, and technical considerations in an emergency.

When authorized by the PSS, emergency work may be performed without the benefit of a WPPIS package using verbal or written instructions. However, if Maintenance personnel perform the work, then a WPPIS package and an MJR must be created to document the emergency work that was performed.

2.4 The Planning Process Under WPPIS

2.4.1 All Planning Activities Including MJRs

All planning activities are initiated by a user generating a WPPIS package. The WPPIS screens control all input and validation requirements. The electronic WPPIS can be accessed from links on the following Web pages:

2.4.1 All Planning Activities Including MJRs (Continued)

- LMES Internal home page by selecting either of the following links in the INFO SYSTEMS section:
  - MDS — ETTP's Maintenance Distributed System ("Create an MJR")
  - WPPIS — Work Planning & Permit Information System
- Maintenance Distributed System (MDS) home page
- ETTP Maintenance Division home page.

2.4.2 Using WPPIS for Requirements Analysis

The system can also be used to evaluate the need for Health, Safety, and Environmental requirements, work permits, PPE, etc., without generating a WPPIS package. If using WPPIS just for this purpose, do not submit a request for work or SWPG approval.

3.0 WPPIS BASIC FUNCTIONS

The basic functions in WPPIS include the following in the order in which the function is performed:

Create → Plan → Review and Comment → SWPG Review and Approval → Daily Activities List → Post-job Review

Each major function listed above is described in more detail in a separate section that also covers additional functions, options, and fields for information input that would be encountered by the user on the screens related to that basic function.

3.1 Create a New WPPIS Package/MJR

3.1.1 "Create" and "Copy" Functions in WPPIS

The "**Create**" function is performed by the requester and is used to initiate the planning process for a project or work activity. The user can create a standardized job package or nonstandardized package. A standardized job package is developed and controlled for work activities that are repetitive or on-going. Once this is done, the standardized job package can be copied and modified for future repetitive work activities, using the **Copy an Existing Package** option.

3.1.2 Job Description

Provide appropriately detailed information about the requested work activity, and identify any known hazards under the "**Job Description**" function to ensure that the planner will clearly understand the request.

3.1.3 Limited Duration

Jobs marked "no" for **Limited Duration** are performed on a recurring basis and therefore do not have a completion date, so work is performed continuously using the same WPPIS package.

3.1.4 Work Location (Location/Function Number)

Area and building are required input for **Work Location (Location/Function Number)**. The area is selected using a drop-box menu. The building number can be selected from a drop-box list activated by clicking the **Get Operator/Description for Building** button or the number can be typed in. The additional location function fields are needed only when work is to be performed on equipment identified as needing preventive maintenance.

Note: The building operator will receive an e-mail concerning this WPPIS work package as notification of future work planned for the building. Users who are not yet ready to send such a notification can enter their own userids in this field.

3.1.5 Work Organization Identifiers—Optional

Additional identifying numbers may be entered for engineering service order, Work Breakdown Structure, or procedure under **Work Organization Identifiers—Optional**. The Maintenance Job Request number cannot be entered by the user but is automatically generated if an MJR is requested.

3.1.6 Project/Job Manager Information

Project/Job Manager Information applies to the person responsible for the WPPIS activity request and is considered the requester of the WPPIS. The person designated the **Project/Job Manager** is the only person who can edit the WPPIS package in the "create" or "self-planned" sections. The person who is currently entered as the project/job manager would have to change the project/job manager userid to that of another individual to allow that individual to edit the package during these phases.

3.1.7 Special Health, Safety, and Environmental Instructions

The user enters **Special Health, Safety, and Environmental Instructions** in this field to assist the Planner in identifying all hazards relevant to this area of concern. Text can be copied and pasted into the field.

3.1.8 Handoff to Planning Organization

After completing the fields described above, the user can either store the information for later completion or, using the function **Handoff to Planning Organization**, hand the package off to a Planner.

3.1.8 Handoff to Planning Organization(Continued)

Note: For a WPPIS package that is **Self-planned**, the **Project/Job Manager** is considered the planner unless this individual changes the **Project/Job Manager** UID to another individual, therefore designating that individual as the planner and **Project/Job Manager**.

Note: If an MJR is required to perform the work, the package must be handed off to **Maintenance**. Additional information such as work order, authorizer, priority, weight, completion date, and lead shop will be requested from the user, who then selects **Create MJR**.

An e-mail notice is automatically sent to the requester (**Project/Job Manager**) and the authorizer of the MJR work activity. The **Project/Job Manager** will be unable to modify the request after handing the package off to **Maintenance**, unless the **Project/Job Manager** is a member of the Maintenance Planning Group.

3.1.9 Reset Fields

Pressing the **Reset Fields** button removes any new input that was added since the last time the WPPIS package was stored. Material that has already been stored will not be removed by the **Reset Fields** function.

3.1.10 Store WPPIS Data

The **Store WPPIS Data** function enables the user to save the WPPIS package without necessarily having to also hand the package off for additional development at that time.

3.2 Modify/Plan/Complete an Existing Package

3.2.1 General Use and Features of "Modify"

The "modify" function is performed by the planner. Its use is required to verify the completeness of requester data, to plan the job by identifying the level of work planning determination (WPD), permits (PER or PSQ), personal protective equipment (PPE), and to develop the plan instructions. The **Copy an Existing Package"** option can be used to obtain the WPD, PER or PSQ, and PPE parameters from a previous work package and apply them to the new package. "Modify" also provides the planner the option of requesting review and comments from subject matter experts in other organizations. If an MJR is needed, specific Maintenance information must be entered.

3.2.1 General Use and Features of "Modify" (Continued)

The planner verifies and modifies the information that was entered when the package was created to determine validity, duplication, scope of the activity, and adequacy of job definition.

3.2.2 Locate WPPIS Package (Modify)

The **Locate WPPIS Package (Modify)** function is available to the user when performing any basic function for which it would be necessary to locate an existing WPPIS package. The "locate" function displays search options for locating and then selecting the desired package using **Modify WPPIS**. The default search option lists the user's packages (the default is to search for the WPPIS packages assigned to the person whose userid launched WPPIS). The scroll-box on the **Modify WPPIS** screen identifies WPPIS packages by package number, current package status, and package title. Appendix B, "Current Package Status," describes what each "current package status" entails.

3.2.3 Level of Work Planning Determination Questions (WPD)

The function **Level of Work Planning Determination Questions (WPD)** provides the planner with a tool to determine the amount of work planning required for any job. If any of the criteria receive a "yes" answer, then additional actions and/or instructions are required in the **Plan Instructions** section of the WPPIS package.

3.2.4 Permit Selection (PER) *or* Permit Selection Questions (PSQ)

To determine what is needed to fulfill the permit requirement, two choices are available. The planner who has a thorough knowledge of permit requirements may select **Permit Selection (PER)**. **Permit Selection Questions (PSQ)** provides detailed questions to assist the planner in determining the permit requirements.

3.2.5 Personal Protective Equipment (PPE)

The **Personal Protective Equipment (PPE)** option provides detailed questions to assist the planner in determining the PPE requirements. The type of PPE and usage requirements may be identified for any categories of PPE selected, but the final PPE requirements may not be known until the permits have been issued. Therefore, the user is not required to complete the PPE section if PPE is covered by the permit.

3.2.6 ETTP Categories and Classifications

If an MJR is required to perform the work, the additional information for categorizing and classifying the work activity is needed, such as maintenance type, DOE classification, risk category, risk occurrence, and ETTP defined categories.

3.2.7 Work Instructions

Work Instructions can be completed only after completing the WPD and PER or PSQ sections of the WPPIS package. The**Work Instructions** should include information such as the following:

- the level of work planning determination (WPD)
- step-by-step instructions
- specialized training requirements
- procedure references
- material requirements
- support needed from other organizations
- any required or special Health, Safety, and Environmental instructions designed to control identified hazards.

3.2.8 Display Full WPPIS Summary

The **Display Full WPPIS Summary** option displays all data entered, including the WPD, PER, and PPE to assist the planner with development of work instructions. Any comments submitted by subject matter experts for consideration in the development of the **Work Instructions** are viewed by using the **View Comments** option. The selection button for this option is displayed in the "modify" section only when comments have been received.

3.2.9 Request Review/Comments

The **Request Review/Comments** function is optional. The function enables the planners to send an e-mail message to subject matter experts in other organizations requesting review and comments of the WPPIS package. The planners will receive an e-mail when comments have been received. The function **View Comments** is used by the planners to view the comments. (For information on how to view and make comments, see Section 4.2, "Review/Comment Existing Package.")

3.2.10 Handoff to Different Planning Organization

The function **Handoff to Different Planning Organization** applies to situations where more than one organization is needed to complete the planning process. This function is optional and used only if needed. For example, a user can self-plan a job, then hand off the package to another organization for additional planning and to perform the work.

3.2.11 Submit Package for Work Approval

Submit Package for Work Approval is the function by which the planner submits the completely planned package for approval. Some WPPIS packages are automatically approved by WPPIS, provided that all responses to the questions in the WPD and PER (or PSQ) sections are "no." Any WPPIS packages receiving "yes" answers to these questions will require SWPG approval.

3.3 Safe Work Planning Group (SWPG) Approvals

The "SWPG Approvals" function is performed by a member of the SWPG and is necessary for any work activity that will involve the development of additional requirements on the basis of any "yes" responses to questions concerning the Work Planning Determination (WPD), permits (PER or PSQ), or personal protective equipment (PPE).

3.3.1 Self-planned WPPIS Work Packages

The self-planned WPPIS packages that require SWPG approval will be evaluated by the SWPG, and e-mail notification sent to the individuals designated in the work package as **Project/Job Manager** and **Building Operator**.

If *approved*, the WPPIS package is ready for work and can be scheduled using the **Daily Activities List** function.

If the WPPIS package is *rejected* by the SWPG, the planner needs to make the necessary changes to the package and resubmit the package for work approval. An e-mail notification of rejection is sent to the **Project/Job Manager** if the package is rejected.

3.3.2 WPPIS Work Packages Planned by Maintenance Planners

WPPIS packages that require SWPG approval will be evaluated by the SWPG, and an e-mail notification sent to the individuals designated in the work package as the **Project/Job Manager** and **Building Operator**.

If the WPPIS package is *approved* and the MJR is *not* open, the WPPIS package in the planner's unopened pond of jobs in the Maintenance Distributed System (MDS) will be marked "A" to signify SWPG approval. The planner must return to the "modify" menu in WPPIS and select **Open MJR** and enter additional information to open the MJR. Once the MJR has been opened, the MJR can be scheduled using the **Daily Activities List** function.

If the WPPIS package is *approved* and the MJR is *open*, the MDS backlog will indicate "SWPG approval received," and the MJR can be scheduled using the **Daily Activities List** function.

If the WPPIS package is *rejected* by the SWPG, the planner needs to make the necessary changes to the package and resubmit the package for work approval. An e-mail notification of rejection is sent to the **Project/Job Manager** if the package is rejected. The MDS provides the means for notifying the Maintenance planners of the rejection.

3.4 Daily Activity List

The **"Daily Activity List"** function is used by the supervisor of the work activity to identify the work activities that are scheduled to be performed within the next seven days. The supervisor is responsible for keeping the **Daily Activity List** current.

The SWPG or any user can also use the **Daily Activity List** to view jobs scheduled to be worked in the next seven days.

3.5 Display Full WPPIS Summary (to Print the WPPIS Package)

Using "modify," the user selects the **Display Full WPPIS Summary** function, then prints the screen by using the Web browser print button. The resulting printout is the WPPIS job package, which is to be retained at the job site. The job is to be performed as instructed in the job package. Work instructions, hazard information, controls, and permits are included in the package.

3.6 Pre-Job Briefing

Pre-job briefings are required for all work activity that required SWPG approval. When the job is an ongoing or "blanket" job (i.e., **Limited Duration** would be marked "no" in the WPPIS package), there should be a pre-job briefing whenever the nature of the job changes or a new person participates.

A pre-job briefing sheet will be printed out with the WPPIS package after future modifications to the system are developed. A sample of an acceptable pre-job briefing sheet is shown in this guide as Appendix C, "Example of Pre-Job Briefing Sheet."

3.7 "Complete Job" and "Post-Job Review" Functions

After all work activity has been completed, the supervisor of a work activity uses WPPIS to perform the **Complete Job** function, which activates **Post-Job Review**. The supervisor then records data pertinent to the occurrence of any type of incident and/or work delays greater than 30 minutes.

The post-job review is required only for the jobs that required SWPG approval prior to starting work.

ETTP MJR Report provides links to the ETTP Maintenance Distributed System (MDS) where MJR reports are available and MJRs can be printed.

4.0 ADDITIONAL WPPIS FUNCTIONS, FEATURES, AND OPTIONS

4.1 SWPG Review

The **SWPG Review** function permits the SWPG or any user to view the history of actions such as approvals and rejections by the SWPG.

4.2 Review/Comment Existing Package

The **Review/Comment Existing Package** function enables the user, generally a subject matter expert, to view the WPPIS package and make comments, if so desired. This function can also be used to print the full package.

4.3 Copy an Existing Package

Using the **Copy an Existing Package** function, any user may copy an existing WPPIS package that can be edited as needed for the new work activity. In general, the "copy" function is used to obtain the **WPD**, **PER** (or **PSQ)**, and **PPE** parameters from a previous work package and to then apply these to a new activity described in the **Work Instructions**.

4.4 Work Stop and/or Replan an Existing Package

When the scope of the work has changed, the WPPIS package needs to be replanned using the **Work Stop and/or Replan an Existing Package** function. The WPPIS package must be resubmitted for SWPG approval after replanning is complete. Some WPPIS packages are automatically approved by the system, depending upon evaluation of the WPD responses.

Note: When the scope has not changed, work instructions can be modified using the "modify" function instead of the **Work Stop and/or Replan an Existing Package** function.

4.5 Delete an Existing Package

WPPIS packages that are being worked or that have an MJR associated with the package *cannot* be deleted. WPPIS packages for which the work has been completed *should not* be deleted. In general, the "delete" function is used only to remove packages produced during training exercises or that were not created for an actual work activity.

4.6 Software Change Request

After pressing the **Software Change Request** button on the WPPIS main menu, the user can request a change in the WPPIS software by filling in and submitting an online form. A representation of the screen on which the form appears is shown in Appendix D, "Example of WPPIS Software Change Request."

5.0 DEFINITIONS AND ACRONYMS

DOE — U. S. Department of Energy

ETTP — East Tennessee Technology Park

LO/TO — Lockout/Tagout

MDS — Maintenance Distributed System

MJR — Maintenance Job Request

MSDS — Materials Safety Data Sheet

PER — Permit Selection

PSQ — Permit Selection Questions

SWP — Safety Work Permit

SWPG — Safe Work Planning Group

TSCA — Toxic Substances Control Act

WPD — Level of Work Planning Determination Questions

WPPIS — Work Planning and Permit Information System

Appendix A

WPPIS USER SUPPORT

Contact the following personnel if assistance is needed with problems encountered while using WPPIS.

WPPIS User Support			
Name	**Phone**	**Pager**	**UID**
Jim Simpson	574-8975	873-5068	swj
Bonnie Benjamin	576-7659	417-5929	bwb
Sandy Burgess	241-5273	no pager	obu

Appendix B

CURRENT PACKAGE STATUS

The current package status is displayed by WPPIS in the following areas:

- in the scroll-box that lists the existing WPPIS packages on the **Modify WPPIS** screen
- near the top center of the first screen after a WPPIS package has been loaded.

The progression of a WPPIS package through each status change is described briefly below and is illustrated in the "WPPIS Functions and Users" flow chart.

Origination

A new WPPIS package has been created but the data has not been stored. (This status appears only at the top of the screen when a new WPPIS package has just been created. The "origination" status would never appear in the scroll-box on the **Modify WPPIS** screen where existing WPPIS packages are listed.)

Initiating

A WPPIS package with this status has been created and stored but has not been handed off to planning.

Planning

The WPPIS package has been handed off to planning (including self-planned packages) but has not been submitted for SWPG approval.

Planned/Waiting Approval

A WPPIS package with this status has been planned and submitted to the SWPG and is awaiting review for approval.

Approved/Ready to Work

The WPPIS package has been approved by the SWPG and is ready for scheduling on the Daily Activity List.

Working

The WPPIS package has been scheduled for work by placement on the Daily Activity List.

Completed

The Supervisor of the completed work activity has closed out the WPPIS package.

Appendix C

Example of Pre-Job Briefing Sheet

Pre-Job Briefing Sheet

Supervisor _____ **Date** _____

Brief Job Description _____

Location _____ **MJR No.** _____ **(If applicable)**

Instructions:

- Review hazards as documented in job package with each employee prior to start of job.
- Check for hazard per check list below and review with employees prior to starting job.

Activities:	**Yes**	**No**	**Not Applicable**
1. Work to be performed explained?	☐	☐	
2. Proper safety equipment on job site?	☐	☐	
3. Permit(s) issued: SWP ☐ Confined Space ☐ LO/TO ☐ Hot Work ☐ Other _____			
4. Proper tools for job?	☐	☐	
5. Strains and sprains?	☐	☐	
6. Confined space procedure/rescue plan reviewed?	☐	☐	☐
7. Oxygen/Flammability check?	☐	☐	☐
8. Communicated work with others in area?	☐	☐	☐
9. MSDS reviewed?	☐	☐	☐
10. Lessons Learned reviewed?	☐	☐	☐

Hazard Identification:	**Yes**	**No**
1. Chemical	☐	☐
2. Thermal/burn exposure	☐	☐
3. Waste material	☐	☐
4. Elevated Work	☐	☐
5. Slipping/tripping Hazard	☐	☐
6. Overhead work	☐	☐
7. Heat/cold Stress	☐	☐
8. Electrical hazard	☐	☐
9. Radiological	☐	☐
10. Inhalation of hazardous substance	☐	☐
11. Other _____	☐	☐

- List employees who reviewed hazards identified in the job package and /or per the checklist.

_____ _____ _____
_____ _____ _____
_____ _____ _____

- Pre job briefings ***must*** be repeated as crew membership changes.

EXAMPLE

Appendix D

Example of WPPIS Software Change Request

Work Planning & Permit Information System

Software Change Request

Badge: 022374 Request Date: 03/19/98 Requested Completion Date:

Request Type: New Development Importance: Desirable

Funding Sponsor:

Description of Request (problem, opportunity, objective, scope, constraints):

Submit Clear Entry

EXAMPLE

Appendix E

PROCESS FLOW DIAGRAMS

WPPIS Functions and Users

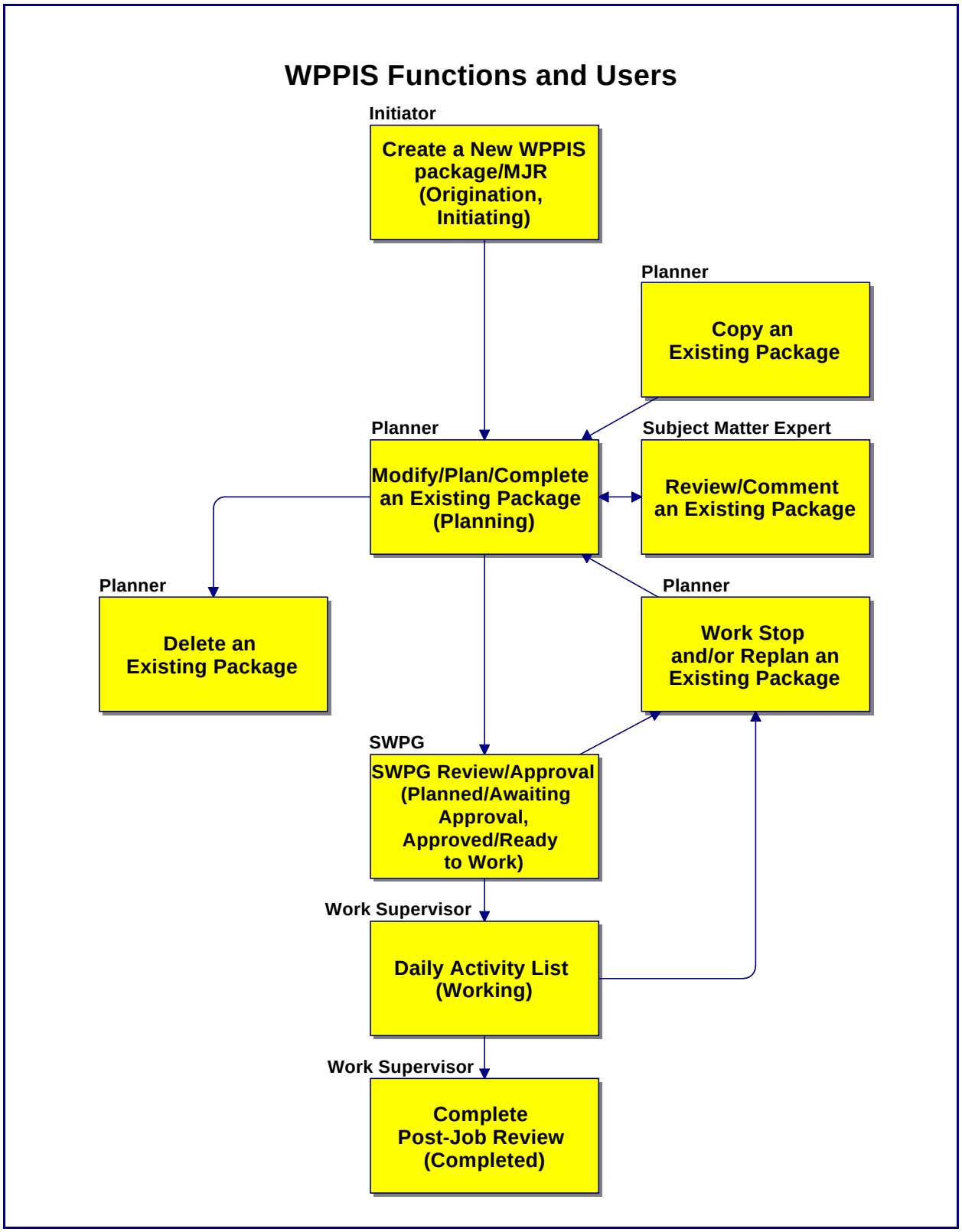
Create a New WPPIS Package/MJR

Open MJR

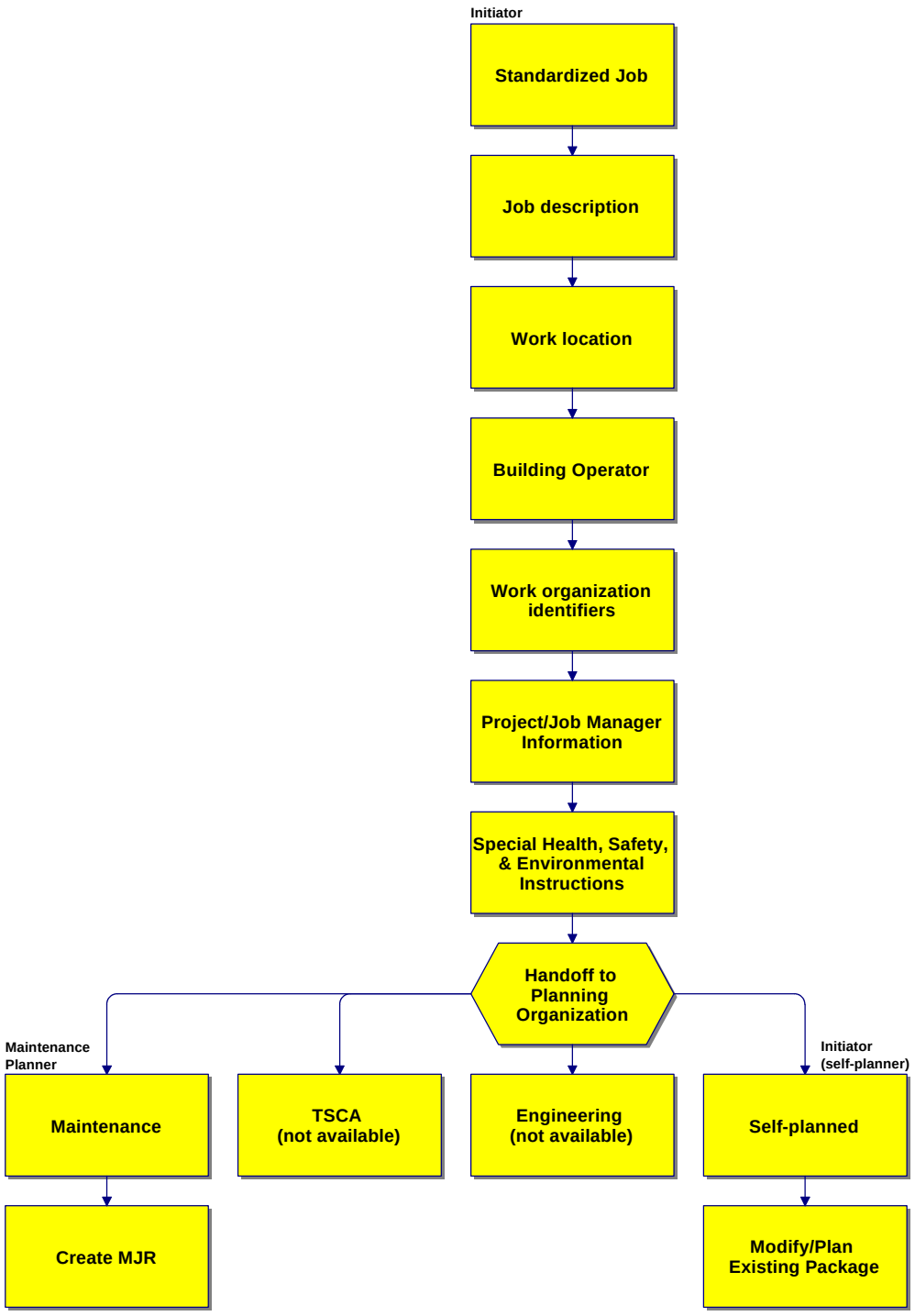
Modify/Plan/Complete an Existing Package

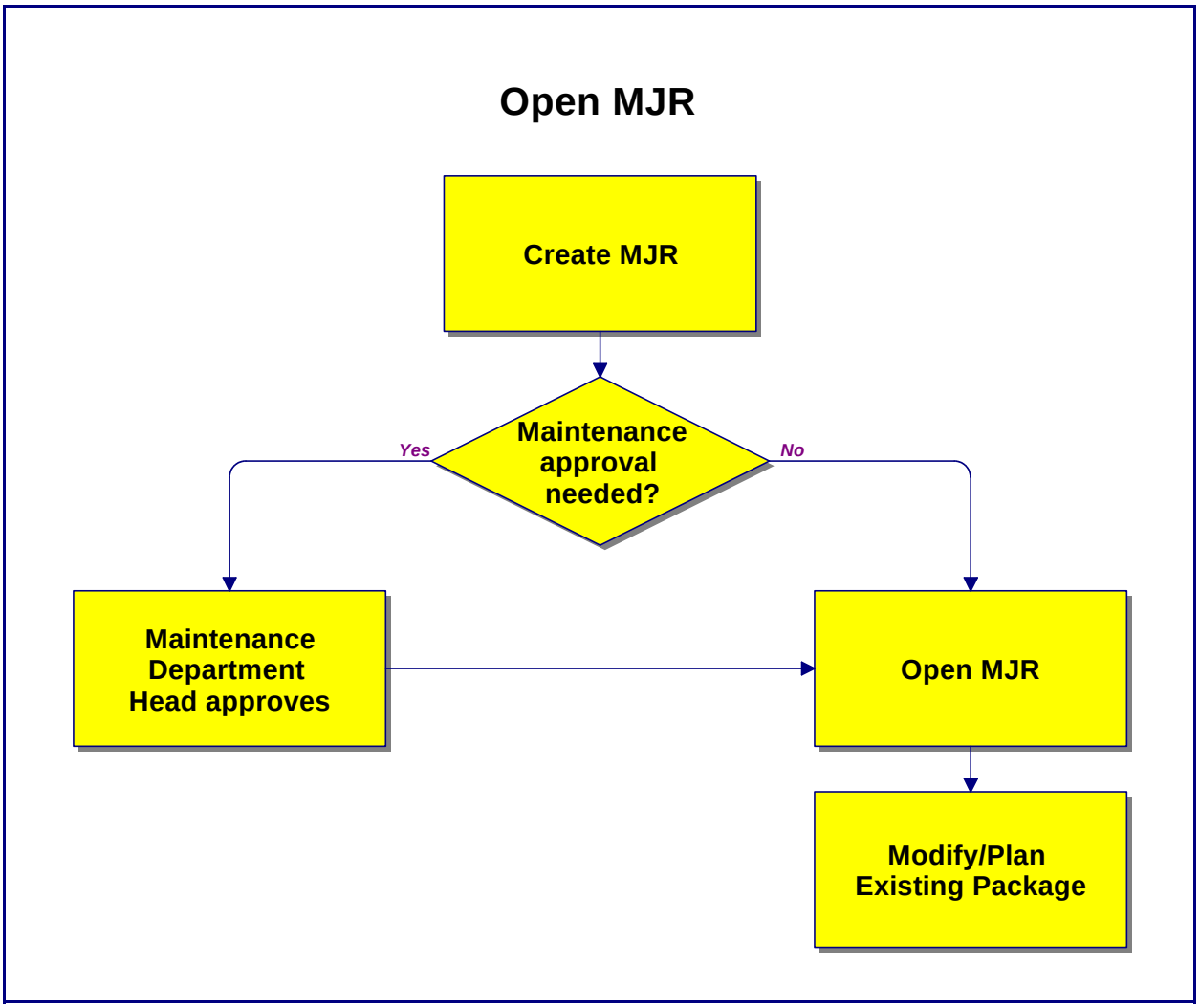
SWPG Review/Approval

The red-bordered boxes on each flow diagram are "clickable." Click on the red-bordered box to access the diagram that provides more detail on the process described in the box.

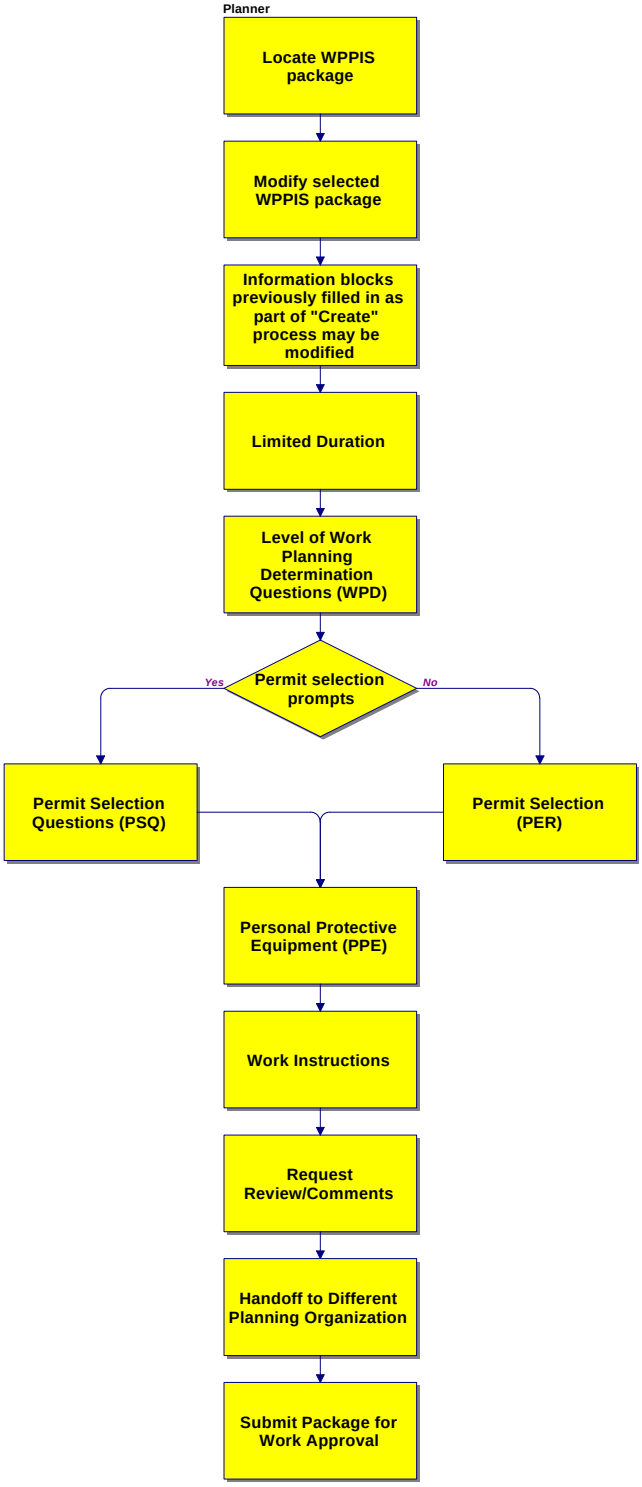

WPPIS Functions and Users
Initiator
Create a New WPPIS package/MJR (Origination, Initiating)
Planner
Copy an Existing Package
Planner
Modify/Plan/Complete an Existing Package (Planning)
Subject Matter Expert
Review/Comment an Existing Package
Planner
Delete an Existing Package
Planner
Work Stop and/or Replan an Existing Package
SWPG
SWPG Review/Approval (Planned/Awaiting Approval, Approved/Ready to Work)
Work Supervisor
Daily Activity List (Working)
Work Supervisor
Complete Post-Job Review (Completed)

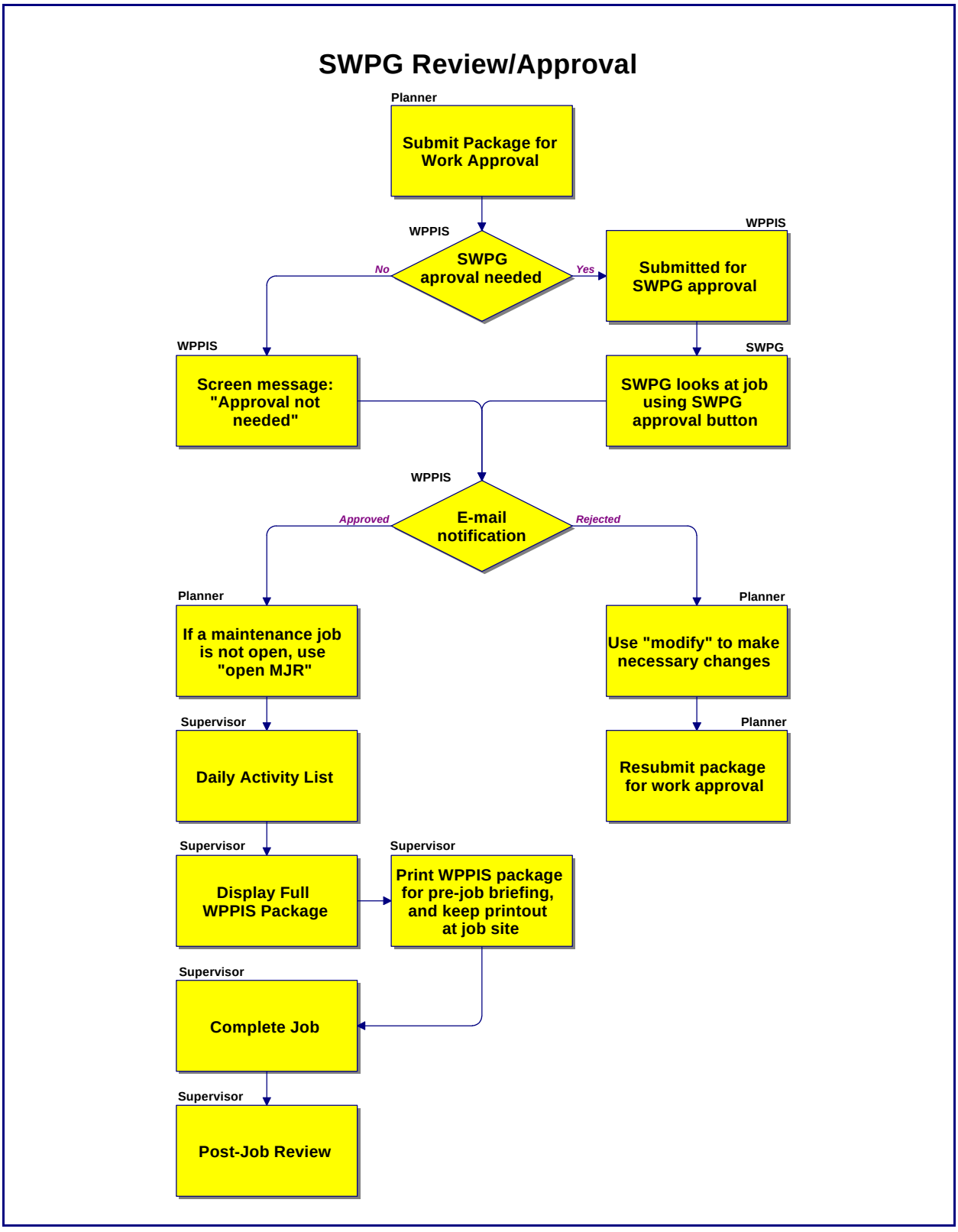
Create a New WPPIS Package/MJR




Open MJR
Create MJR
Maintenance approval needed?
Yes
No
Maintenance Department Head approves
Open MJR
Modify/Plan Existing Package

Modify/Plan/Complete an Existing Package




SWPG Review/Approval
Planner
Submit Package for Work Approval
WPPIS
SWPG aproval needed
No
Yes
WPPIS
Submitted for SWPG approval
WPPIS
Screen message: "Approval not needed"
SWPG
SWPG looks at job using SWPG approval button
WPPIS
E-mail notification
Approved
Rejected
Planner
If a maintenance job is not open, use "open MJR"
Planner
Use "modify" to make necessary changes
Supervisor
Daily Activity List
Planner
Resubmit package for work approval
Supervisor
Display Full WPPIS Package
Supervisor
Print WPPIS package for pre-job briefing, and keep printout at job site
Supervisor
Complete Job
Supervisor
Post-Job Review